

## **Notice of Change of Possession of Aircraft (Relinquishing party unavailable)**

This form is used to notify the CAA of a change in possession of an aircraft, under Part 47 of the Civil Aviation Rules, and to seek the grant of a new Certificate of Registration, where the relinquishing party is unavailable. For more information see Advisory Circular AC47-1. Payment of the \$263.00 fee must accompany this form. Incomplete or unpaid applications will not be processed and may cause delays in processing the application while follow up information/fee is sort.

### **When should this form be used?**

Use this form if you have lawful entitlement to possession of the registered aircraft for a period of 28 days or longer. This form should be used only where the party relinquishing possession is unavailable.

Section 2 of the Civil Aviation Act 1990 defines "owner" of an aircraft to be the person lawfully entitled to possession of the aircraft for 28 days or longer. Although the Act and Rules refer to owner, a Certificate of Registration is not legal title for the aircraft – it is simply a record of the person who is responsible for the aircraft. It is the "owner's" responsibility under the Act and Rules to notify the CAA of any change in possession that would require a change in the registered owner of the aircraft.

### **Who should complete this form?**

This form is to be completed by the person(s) taking possession of an aircraft for 28 days or more.

Maintenance providers and/or aircraft sales agents **cannot** sign the form on behalf of the applicant.

### **Instructions for completing this form**

When completing this form you should have regard to Advisory Circular AC47-1.

Please ensure all sections of the form are completed and the \$263.00 (incl GST) fee is enclosed.

A fit and proper person form CAA 24047/02 (available on the CAA web site) must also be completed and submitted with this form.

The completed application form and payment must be received by the Civil Aviation Authority within 14 days of the change in possession (Refer Rule 47.57 and AC 47-57(b)(1)).

<b>Forms with payment should be sent to:</b>	<b>Contact the Aircraft Registrar directly:</b>
Attention: Finance Civil Aviation Authority PO Box 3555 Wellington 6140  <b>Direct Bank.</b> Civil Aviation Authority of New Zealand Westpac, Lower Hutt <b>03 0531 0406878 00</b> Please indicate Registration mark as reference.	Tel: +64 4 560 9575 Fax: +64 4 560 9452 Email: <a href="mailto:aircraftregistrar@caa.govt.nz">aircraftregistrar@caa.govt.nz</a>  If direct banking the fee email the completed forms to: <a href="mailto:aircraftregistrar@caa.govt.nz">aircraftregistrar@caa.govt.nz</a>

### **Privacy statement for the purposes of principle 3 of the Privacy Act 1993:**

The CAA is collecting information on this form about you to process your application for a Certificate of Registration for an aircraft. Information you provide may also be used by the CAA for wider aviation safety and security regulatory purposes.

The information contained in this form will be held by the CAA and entered into the register of civil aircraft. A version of the register, which includes the name and postal address of an aircraft owner, appears on the CAA web site, and is publicly accessible.

More information about the online aircraft register can be found at: <http://www.caa.govt.nz/aircraft/aircraft-registration/>

The information sought on this application form is required before a certificate of registration will be granted. If you do not provide the information, a certificate of registration will not be granted. In the case of a change of possession, the change of ownership may not be processed, and the aircraft's registration may be cancelled.

You may request access to and correction of personal information supplied on this application form. At any time in future you are also entitled to:

- obtain confirmation whether or not personal information is held about you; and, if so:
- obtain access to that information, subject to the provisions of the Privacy Act 1993;
- request that the CAA correct any personal information it holds about you.

You can contact the CAA at PO Box 3555, Wellington 6140, Tel: 04 560 9400, or Email: [info@caa.govt.nz](mailto:info@caa.govt.nz) or [privacy@caa.govt.nz](mailto:privacy@caa.govt.nz)

# Notice of Change of Possession of Aircraft

## (Relinquishing party unavailable)

### Section 1. Aircraft Details

Registration Mark: ZK-               

Manufacturer:

Model:

Serial Number:

### Section 2. To be completed by person(s)/Organisation TAKING possession of the aircraft

Individual/Organisation/Partnership or Syndicate **TAKING** possession:

The name you provide below will appear on the Certificate of Registration. This name, together with your postal address, will also appear on the aircraft register published on the CAA web site, [www.caa.govt.nz](http://www.caa.govt.nz). If your aircraft is registered in the name of an individual you may at any time request that your name and postal address details be withheld from the online aircraft register. Requests for removal of personal information should be directed to [privacy@caa.govt.nz](mailto:privacy@caa.govt.nz)

Please note that even if personal information is removed from the online register, the information may be disclosed to third parties (including Airways and other government and non-government agencies) in accordance with the Official Information Act 1982.

CAA Client Number - if known:

OR, if individual, state date of birth:

(this information required for client identification purposes only)

State whether: Individual

Partnership/Syndicate

Organisation

Nature of Interest in aircraft:

Legal Owner

Operator

If partnership or syndicate, full names, addresses and contact phone numbers of all syndicate members are required. (Use separate sheet if necessary)

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Address for service  
(Must be physical New Zealand address)

Postal address  
(if different from address for service)

It is mandatory to provide an address for service and to promptly notify the Director of any changes (refer s8 Civil Aviation Act). An address for service is a physical address for the person(s)/ organisation taking possession, not the address the aircraft is serviced at.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Post Code: <input type="text"/>	Post Code: <input type="text"/>

Contact details:

Ph: Business:

Email:

A/Hrs:

Mobile:

The information provided above is accurate and complete:

Print Name:

Position/Title:

Signature: \_\_\_\_\_

Date:

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**Section 3. Statutory Declaration**

**You must get this form signed by a Justice of the Peace, Solicitor or Notary Public:** As the person(s) losing possession is unable to sign the form, the CAA requires the statutory declaration be completed to ensure you are the person legally entitled to lawful possession of the aircraft.

I (full name) \_\_\_\_\_

of (address) \_\_\_\_\_

declare that on (date) \_\_\_\_\_ I will become the person lawfully entitled to the possession for  
28 days or more of ZK- \_\_\_\_\_, Make and Model \_\_\_\_\_

Serial Number: \_\_\_\_\_. To the best of my knowledge the current owner is not available  
to relinquish ownership, and I make this solemn declaration conscientiously believing the same to be true by  
virtue of the Oaths and Declarations Act 1957.

Declared by (signature) \_\_\_\_\_ at \_\_\_\_\_ Date: \_\_\_\_\_

Signature of person authorised to take Statutory declaration, i.e. Justice of the Peace, Solicitor, Notary Public:

\_\_\_\_\_  
\_\_\_\_\_  
(Signature)  
Date

It is a punishable offence to make a false declaration by virtue of sections 110 and 111 of the Crimes Act 1961.

**Section 111 (False statements or declarations) provides that:**

Everyone is liable to imprisonment for a term not exceeding 3 years who, on any occasion on which he is required or permitted by law to make any statement or declaration before any officer or person authorised by law to take or receive it, or before any notary public to be certified by him as such notary, makes a statement or declaration that would amount to perjury if made on oath in a judicial proceeding.

Return your completed Change of Possession form and application fee to:

Attention: Finance  
Civil Aviation Authority  
PO Box 3555  
Wellington 6140